

Texas Education Agency

FINGERPRINTING PROCESS FOR SCHOOL DISTRICTS AND CHARTER SCHOOLS

Version 1.1

July 28, 2017



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July 28, 2017 - This document replaces prior versions of the TEA fingerprinting training documents.

UPDATES TO FINGERPRINTING PROCESS

Effective April 2017, TEA no longer requires that entities use multiple files when uploading employee information for fingerprinting. This change simplifies the upload process for school districts and charter schools. The updates to the system also include the use of a “pre-enrollment status” and the assignment of Unique Enrollment IDs (UEIDs). These features will allow employees and certificate applicants to schedule fingerprinting appointments in less time. Finally, the updates eliminate the use of paper fastpasses, and replace the TEA fingerprinting emails with ECOS screens that contain all information needed for fingerprinting.

CHANGES FOR DISTRICT/CHARTER (ENTITY) USERS

- **Change Fingerprint Upload File:** The entity fingerprint upload process has changed to utilize a single file format for all upload types.
- **Display Fingerprint Upload Results:** The ECOS upload status screens have been updated to display the results of the fingerprint upload files.
- **No Non-Cert FastPass PDFs:** FastPass PDF attachments are no longer sent to the uploading entity. Instead, the fingerprint status results are now displayed in ECOS screens.
- **No Non-Cert FastPass Emails to Entities:** Emails with FastPass PDF attachments are no longer sent to uploading entities from TEA. The fingerprint status results are now displayed in ECOS screens.
- **No Upload Result Emails to Entities:** Emails containing Excel or text file attachments with fingerprint upload results are no longer sent to the uploading entities. Fingerprint upload results are now displayed in the entity’s ECOS upload status screens.
- **No Educator FastPass Emails:** FastPass emails are no longer sent to certified educators. An educator’s pre-enrollment data is now displayed in ECOS screens.

RELEVANT STATUTES

The 2007 Texas Legislature passed Senate Bill 9 requiring fingerprint-based criminal background reviews for certain school employees in Texas Public schools. Senate Bill 9 is codified in Texas Education Code (TEC), Chapter 22, Subchapter C.

- State Board for Educator Certification (SBEC) Rules regarding the national criminal history reviews of certificate holders are found in Ch. 232, Subchapter B of the Texas Administrative Code (TAC).
- Commissioner Rules regarding criminal history reviews are found in TAC Ch. 153, Subchapter DD.

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- Statute codified in TEC Sec. 22.083-22.087 relates to the national criminal history reviews of certified teachers, charter school employees, non-certified staff, contractors, and substitute teachers.
 - Per TEC Sec. 21.035, Texas Education Agency provides the administrative functions and services for SBEC.

GLOSSARY

- **Certified (Employee)** – Refers to a district employee, who holds an active or inactive certificate or permit issued by the State Board for Educator Certification (SBEC), regardless of the role in which the employee is serving.
- **Certified Role** - Refers to any charter school employee working in a role that would require the employee to hold an SBEC issued certificate if the employee were employed in a traditional Texas school district.
- **DPS FACT Clearinghouse** - The FACT Clearinghouse is a repository of the DPS and the FBI fingerprint-based criminal history results. The FACT Clearinghouse allows an authorized entity access to a consolidated response of the DPS and FBI criminal history fingerprint results, including an electronic subscription and notification service for new arrest activity on subscribed persons.
- **MorphoTrust (Identogo)** – MorphoTrust is the vendor selected by the Texas Department of Public Safety to provide fingerprinting services throughout the state. Digital fingerprints are taken at MorphoTrust locations.
- **Non-Certified (Employee)** - Refers to any district or charter school employee, who is working in a role that does not require an SBEC issued certificate, AND who does not hold an active or inactive certificate issued by SBEC.
- **Pre-enrolled** – Indicates that the data for a certified educator or non-certified employee has been uploaded to TEA, transmitted to MorphoTrust, and that the employee may schedule a fingerprinting appointment with MorphoTrust (Identogo).
- **SBEC** - The State Board for Educator Certification (SBEC) oversees all aspects of the preparation, certification, and standards of conduct of public school educators.
- **Substitute teacher** - Refers to a teacher, who is on call or on a list of approved substitutes to replace a regular teacher, and who has no regular or guaranteed hours. A substitute teacher may be certified or non-certified.
- **UEID** – Refers to the Unique Enrollment ID assigned by MorphoTrust for the purposes of scheduling an appointment.

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- **Upload** – Refers to a school district’s or charter school’s electronic submission of employee data to TEA through the Educator Certification Online System (ECOS). The upload step initiates the fingerprinting process.

USEFUL LINKS

- **TEAL Login** <https://tealprod.tea.state.tx.us/TSP/TEASecurePortal/Access/LogonServlet>
- **DPS secure site** <https://secure.txdps.state.tx.us/DpsWebsite/Login.aspx>
- **MorphoTrust/IdentoGO scheduling** <https://uenroll.identogo.com>

The Help Desk is the fastest way to submit a question to the TEA Fingerprinting section. Please click on the following link to submit a ticket URL.

- **Fingerprinting Help Desk** <https://txeduagency.zendesk.com/hc/en-us/categories/115001620168-Fingerprinting->

DISTRICT / CHARTER FINGERPRINTING UPLOAD

Creating the upload file –

- To create a file to upload, populate the following column headings into line 1 of an Excel spreadsheet (*See Figure 1.0*) Column headings must be present on the spreadsheet.
 - **Column A** - Upload Type
 - **Column B** - Last Name
 - **Column C** - First Name
 - **Column D** - Middle Name
 - **Column E** - SSN
 - **Column F** - Date of Birth
 - **Column G** - Email
 - **Column H** - Phone
 - **Column I** - Role Code

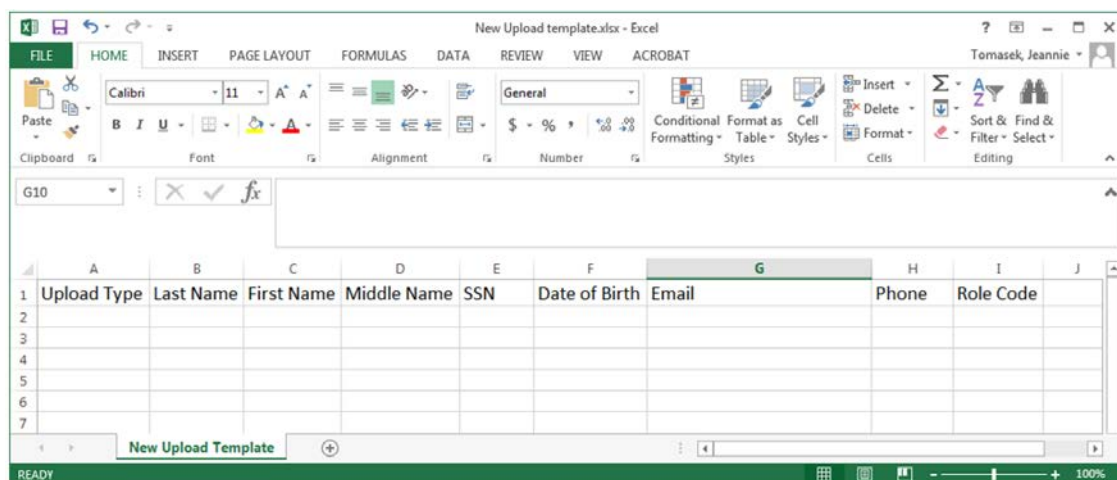


Figure 1.0

- Beginning with line 2, populate information into the appropriate columns for each individual who needs to be uploaded.
- Format the SSN column to accept leading zeros in the Social Security number. To do this, right click at the top of the SSN column, choose 'Format Cells', followed by 'Text', and then 'OK'.
- Follow the file layout format below when entering information on the spreadsheet:
 - **Column A** - Upload Type (C, CR, NC, or S)
 - C Certified (district only)
 - CR Certified Role (charter only)
 - NC Non-Certified (district and charter)
 - S Classroom Substitute (district and charter)

○ **Column B** - Last Name (25 maximum characters)

○ **Column C** - First Name (20 maximum characters)

○ **Column D** - Middle Name (15 maximum characters) – Optional field

Note: Do not include special characters such as apostrophes or dashes in Columns B, C or D.

○ **Column E** - SSN (9 digits, all numeric, no dashes)

○ **Column F** - Date of Birth (example 12/31/1980)

○ **Column G** - Email - **REQUIRED** for all Upload Types C, CR, NC, S (Personal or district email address may be uploaded)

○ **Column H** - Phone – Optional field (10 digits, all numeric, no dashes)

○ **Column I - Role Code - REQUIRED** for charter schools only

- 08 Counselor
- 11 Educational Diagnostician
- 13 Librarian
- 20 Principal
- 27 Superintendent
- 29 Teacher
- 33 Educational Aide

- Save the file as .csv (comma delimited) file prior to uploading. Please note, ECOS will not accept a file in .xlsx format. The file must be in the .csv format.

Uploading the file -

- To upload a fingerprinting file, access the Educator Certification Online System (ECOS) through your TEAL login. Select 'Fingerprinting File Upload' under the Fingerprinting heading in the Main Menu.
- The upload screen will display file layout information and example file data. Before uploading, click the check box to affirm the information being uploaded is true. Select the file to be uploaded by clicking the 'Browse' button. (*See Figure 1.1*) (If you do not see the 'Browse' button on the screen, disable Compatibility View for the ECOS application by clicking on the 'Tools' icon in the upper right corner of your screen).

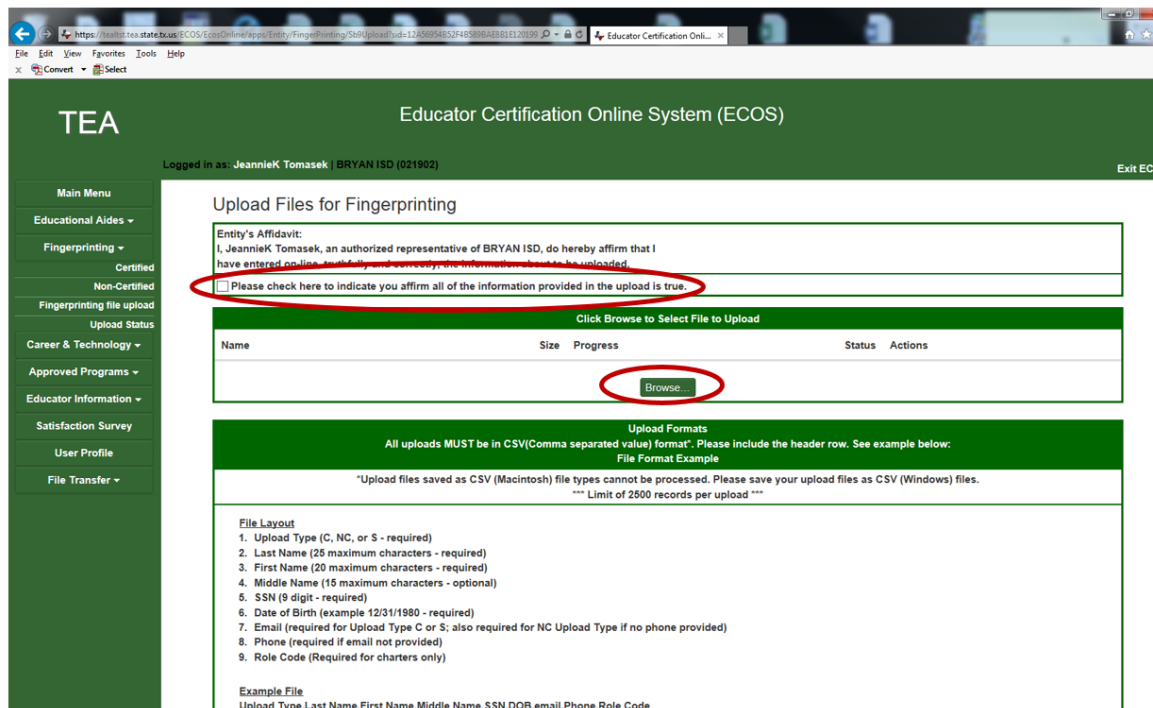


Figure 1.1

- The name of the file chosen to be uploaded will display under the 'Name' heading. Click 'Upload' to upload the file. (See Figure 1.2) Note, if the Browse window does not immediately list your file, try selecting "All files."

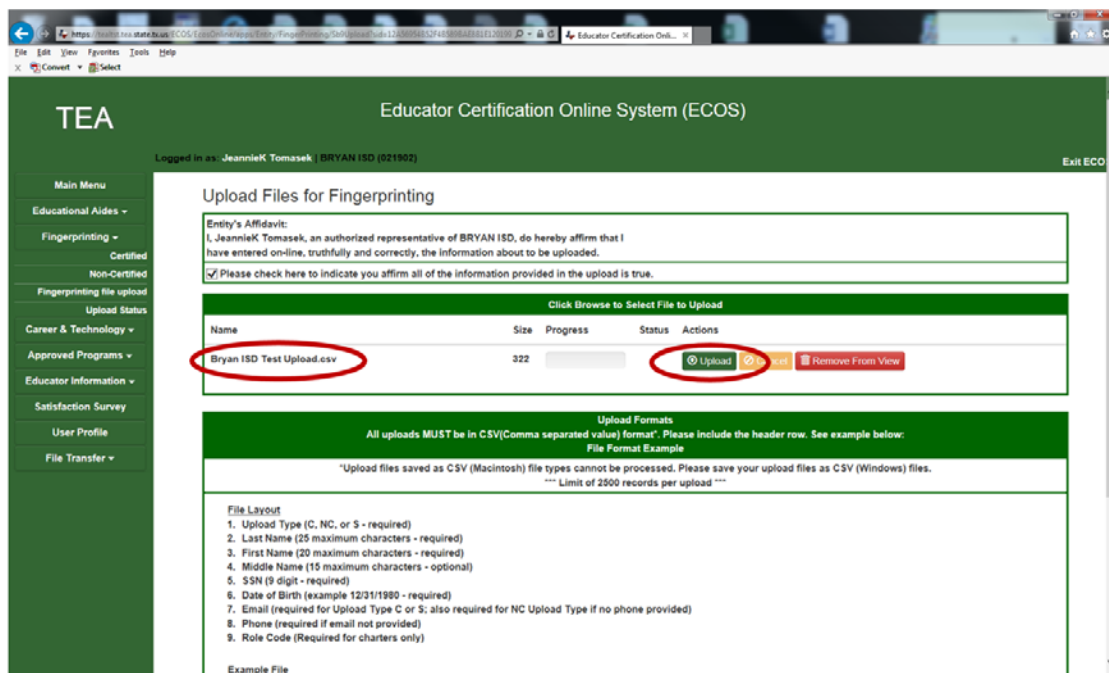


Figure 1.2

- The file has been successfully uploaded when the progress bar is completely blue and a check mark shows under that Status column. (See Figure 1.3)

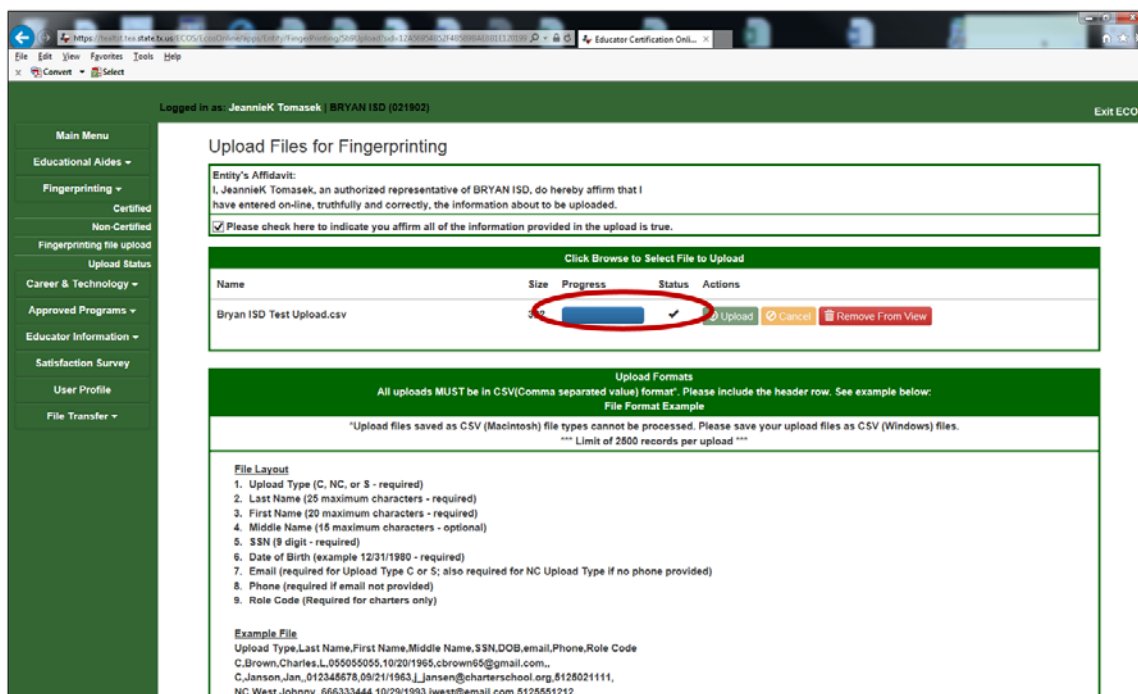


Figure 1.3

ACCESSING AND VIEWING OF UPLOADED FILES AND RESULTS

- After the file has been uploaded, the file will be displayed in ECOS. To view the uploaded file, select 'Upload Status' under the Fingerprinting heading in the Main Menu. The file will display the file name as saved by the district user in the 'Upload File' column. Click on the hyperlink to view the list of employees uploaded. (See Figures 1.4 and 1.5)

Upload Date/Time	Userid	Upload File (click to view)	Upload Results (click to view)
4/5/2017 11:02:39 AM	jeanniek.tomasek	trainingdocupload.csv	
3/15/2017 4:00:36 PM		Bryan ISD Test Upload 4.csv	3/15/2017 4:00:36 PM
3/15/2017 2:25:39 PM		Bryan ISD Test Upload 3.csv	3/15/2017 2:25:48 PM
3/15/2017 10:22:40 AM		Bryan ISD Test Upload 2.csv	
3/10/2017 9:32:01 AM		Bryan ISD Test Upload 2.csv	3/10/2017 9:32:10 AM
12/21/2016 3:47:59 PM		fpcsub115850001610649.txt	12/21/2016 5:18:34 PM
12/21/2016 3:45:02 PM		fpcnc488061004214816.txt	12/21/2016 5:13:35 PM
12/21/2016 10:40:55 AM		fpcsub748640431298149.txt	12/21/2016 5:18:34 PM
12/20/2016 4:54:39 PM		fpcert694571420881483.txt	12/21/2016 4:28:38 PM
12/19/2016 4:08:40 PM		fpcnc550357553683883.txt	12/19/2016 5:13:33 PM
12/19/2016 3:33:01 PM		fpcsub253306229909260.txt	12/19/2016 5:18:35 PM
12/19/2016 2:16:22 PM		fpcert329484541541205.txt	12/19/2016 4:28:37 PM
12/16/2016 4:53:30 PM		fpcnc926035722096761.txt	12/16/2016 5:13:39 PM
12/15/2016 4:47:44 PM		fpcnc735199133555094.txt	12/15/2016 5:13:33 PM
12/15/2016 1:20:23 PM		fpcnc451643360985649.txt	12/15/2016 5:13:33 PM
12/14/2016 5:00:31 PM		fpcnc229339758555094.txt	12/14/2016 5:13:34 PM
12/13/2016 11:05:59 AM		fpcsub226165930430094.txt	12/13/2016 5:18:35 PM

Figure 1.4

NC,Hampton,Verna,Luise, ,jeannie.tomasek@tea.texas.gov,5124635415,
S,Schultz,Cameron,James, ,jeannie.tomasek@tea.texas.gov,5124635415,
C,Mcbride,Johanna,Ann, ,jeannie.tomasek@tea.texas.gov,5124635415,
NC,Graves,Cory,Ian, ,jeannie.tomasek@tea.texas.gov,5124635415,
S,Lee,Nathaniel,John, ,jeannie.tomasek@tea.texas.gov,5124635415,
NC,Benson,Gretchen,Elisa, ,jeannie.tomasek@tea.texas.gov,5124635415,
C,Malone,Lindsey,Marie, ,jeannie.tomasek@tea.texas.gov,5124635415,
S,Barton,Larry,William, ,jeannie.tomasek@tea.texas.gov,5124635415,
NC,Owen,Penny,Sue, ,jeannie.tomasek@tea.texas.gov,5124635415,
C,Dunn,Eileen,Bonita, ,jeannie.tomasek@tea.texas.gov,5124635415,

Figure 1.5

- Once the file has been processed, results will appear in the 'Upload Results' column. (File processing takes place between 5:00 pm and 6:00 pm each evening.) Click on the hyperlink to view the results of the upload.
- If needed, the results may be downloaded either as an Excel or text file. (See Figures 1.6 and 1.7).

Upload Date/Time	Userid	Upload File (click to view)	Upload Results (click to view)
4/5/2017 11:02:39 AM	jeannieK.tomasek	trainingdocupload.csv	4/5/2017 11:02:46 AM
3/15/2017 4:00:36 PM		Bryan ISD Test Upload 4.csv	3/15/2017 4:00:39 PM
3/15/2017 2:25:39 PM		Bryan ISD Test Upload 3.csv	3/15/2017 2:25:48 PM
3/15/2017 10:22:40 AM		Bryan ISD Test Upload 2.csv	
3/10/2017 9:32:01 AM		Bryan ISD Test Upload 2.csv	3/10/2017 9:32:10 AM
12/21/2016 3:47:59 PM		fpcsub115950001610649.txt	12/21/2016 5:18:34 PM
12/21/2016 3:45:02 PM		fpcnc488061004214816.txt	12/21/2016 5:13:35 PM
12/21/2016 10:40:55 AM		fpcsub748640431298149.txt	12/21/2016 5:18:34 PM
12/20/2016 4:54:39 PM		fpcert994571420881483.txt	12/21/2016 4:28:38 PM
12/19/2016 4:08:40 PM		fpcnc550357553693083.txt	12/19/2016 5:13:33 PM
12/19/2016 3:33:01 PM		fpcsub253306229909260.txt	12/19/2016 5:18:35 PM
12/19/2016 2:16:22 PM		fpcert329464541541205.txt	12/19/2016 4:28:37 PM
12/16/2016 4:53:30 PM		fpcnc926035722096761.txt	12/16/2016 5:13:39 PM
12/15/2016 4:47:44 PM		fpcnc735199133555094.txt	12/15/2016 5:13:33 PM

Figure 1.6

Upload Type	Last Name	First Name	Last 4 SSN	DOB	Certified or Non-Cert	FP Status	Other
C	Malone	Lindsey	7139	12/26/1964	**Contact TEA**	**Contact TEA**	
C	Dunn	Eileen	9398	04/03/1983	Certified	FP Complete	
C	Mcbride	Johanna	0303	09/13/1989	Certified	FP Needed	
S	Lee	Nathaniel	4651	07/01/1966	Certified	FP Needed	
S	Schultz	Cameron	3575	12/12/1968	Certified	FP Needed	
S	Barton	Larry	3245	08/10/1983	Non-Cert	FP Needed	
NC	Benson	Gretchen	1810	08/15/1974	Non-Cert	FP Needed	
NC	Hampton	Verna	4387	02/24/1976	Non-Cert	FP Needed	
NC	Graves	Cory	0504	06/20/1978	Non-Cert	Pre-Enrolled	
NC	Owen	Penny	5646	04/01/1979	Non-Cert	Pre-Enrolled	

FP Status Legend:
 *Pre-Enrolled – An individual is pre-enrolled with the fingerprinting vendor and should schedule an appointment to be fingerprinted.
 *FP Needed – A certified educator must submit fingerprinting payment in ECOS to initiate pre-enrollment and then schedule an appointment to be fingerprinted.
 A non-certified employee has been pre-enrolled and should schedule an appointment to be fingerprinted.
 *FP Complete – An individual has completed the fingerprint process.
 Contact TEA – Contact the TEA Fingerprinting Unit at 512-936-8400, Option 3 for assistance.

[Click Here to download the data in comma delimited format \(Excel sheet\).](#)
[Click Here to download the data in text format \(txt file\).](#)

Figure 1.7

- The Fingerprint status legend is located at the bottom of the status screen:

FP Status Legend:

Pre-Enrolled – An individual is pre-enrolled with the fingerprinting vendor and should schedule an appointment to be fingerprinted.

FP Needed – A certified educator must submit fingerprinting payment in ECOS to initiate pre-enrollment and then schedule an appointment to be fingerprinted. A non-certified employee has been pre-enrolled and should schedule an appointment to be fingerprinted.

FP Complete – An individual has completed the fingerprint process.

Contact TEA – Contact the TEA Fingerprinting Unit at 512-936-8400, Option 3 for assistance.

- Individuals with the status of 'Pre-Enrolled' or 'FP Needed' are required to be fingerprinted before beginning work.

PRE-ENROLLMENT AND APPOINTMENT SCHEDULING

Scheduling for non-certified individuals

- For non-certified individuals, the TEA upload process initiates a pre-enrollment with MorphoTrust. MorphoTrust will send an email to each non-certified individual so that the employee can schedule a fingerprint appointment. The contact will be made via the email address that was uploaded by the district. (See Figure 1-8)

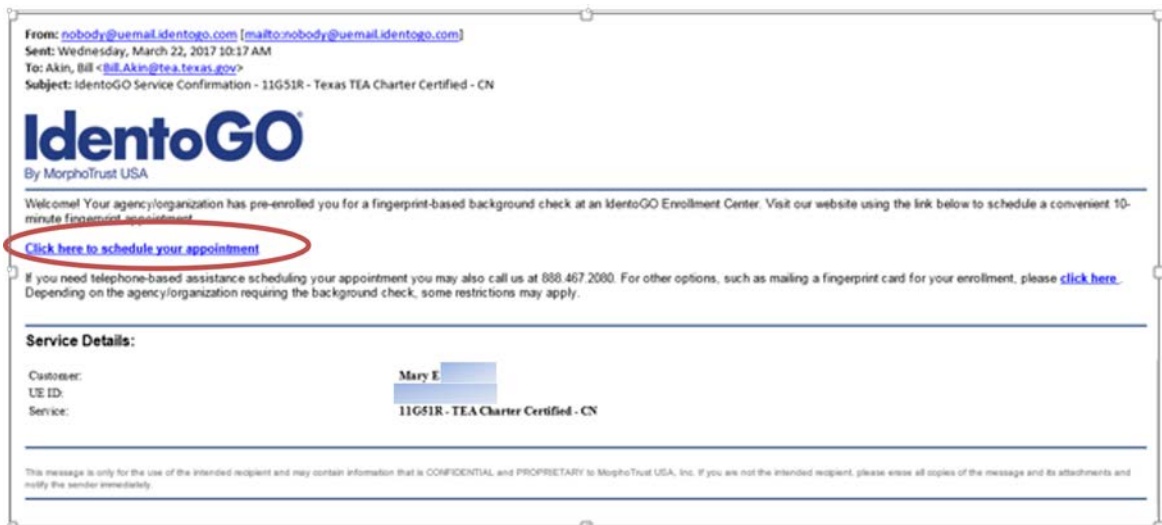


Figure 1.8

- To schedule a fingerprinting appointment, the individual will click on the hyperlink in the MorphoTrust email (See Figure 1.8), and proceed with appointment scheduling in the MorphoTrust scheduling module. (See Figure 1.9)

Figure 1.9

Scheduling For Certified Individuals

- For certified individuals, payment must be made in ECOS to initiate pre-enrollment with MorphoTrust. After the upload process, each certified individual will receive an email from TEA advising of the process to make payment. (See Figure 2.0)

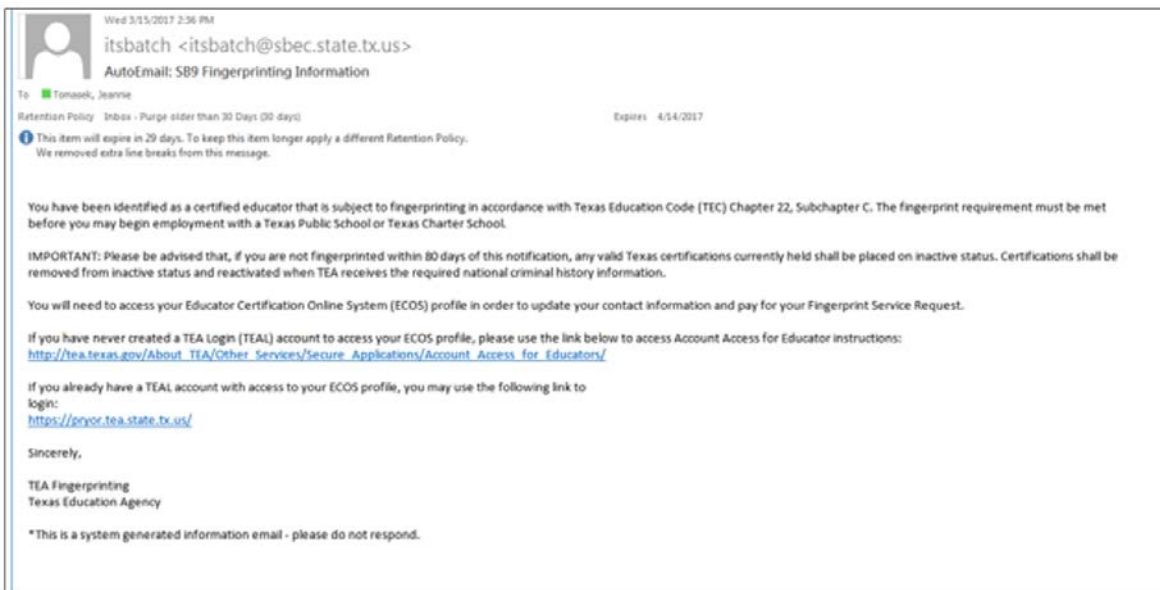


Figure 2.0

- Once payment has been submitted in ECOS, the certified individual will be contacted by MorphoTrust via email to schedule an appointment to be fingerprinted. (See Figure 1.8)

Receipt of Information required to schedule a fingerprinting appointment

- The MorphoTrust scheduling emails are sent from address nobody@uemail.identogo.com. In the event an individual does not receive an email, he or she may obtain all necessary information through ECOS.
 - Certified educators – An educator may access the UEID number and scheduling information in ECOS by logging on to their educator account through TEAL. Once logged in, the educator should choose “Fingerprint Status” on the “Educator Main Menu” page. This screen will display the UEID number, the service code, and provide a link for appointment scheduling through MorphoTrust.
 - Non-Certified individuals – A school district may access the UEID number in ECOS by clicking on “Fingerprinting”, then “Non-Certified”, entering the Social Security number of the individual, and then “Submit”. The UEID will be displayed, and should be given to the individual for appointment scheduling.
- The scheduling email can be sent to a district email address by submitting the district email address during the upload process.

REJECTED FINGERPRINTS

- In the event that an individual’s initial fingerprint scan is rejected due to poor print quality, the individual will be contacted by MorphoTrust to schedule a second fingerprinting appointment.
- If a second fingerprint scan is rejected, TEA will initiate an FBI Name Search request. Results of the FBI Name Search will be reflected in ECOS once received.
- If fingerprint results are not received within 80 days of the district’s initial upload, a certified educator’s certification status will be rendered ‘inactive’ until results are received.

REVIEW OF FINGERPRINTING RESULTS

- Fingerprinting results will be received by TEA usually within 5-7 days of the appointment. The entity should review these results in the DPS FACT Clearinghouse.
- The entity should maintain subscriptions in the DPS Clearinghouse for all employees and substitute teachers to ensure notification by DPS of subsequent arrests.

ANNUAL CERTIFICATION AND STATEMENT OF COMPLIANCE

- The Texas Education Code (TEC) requires that the superintendent of a school district or chief operating officer of an open-enrollment charter school will certify annually to the commissioner that the district or charter school has performed all required criminal history

checks on employees and complied with law relating to the employment of individuals convicted of certain offenses. Notification of the requirement will be made via the 'To the Administrator Addressed' correspondence on the TEA website. You may subscribe to the TEA listserv at:

https://public.govdelivery.com/accounts/TXTEA/subscriber/new?topic_id=TXTEA_5

- Please be advised that school districts and charter schools that fail to certify and return the attached form may be subject to 1) inclusion in a public notice that lists all districts and open-enrollment charter schools who have failed to certify compliance with fingerprinting and background check requirements; and 2) an investigation of the superintendent or chief operating officer who has violated TEC 11.201(d)(13) or 19 TAC 249.15 by failing to complete the certification as required.
- For more information about fingerprinting for the Texas Education Agency / State Board of Educator Certification, please visit the fingerprinting webpage
http://tea.texas.gov/Texas_Educators/Certification/Fingerprinting/